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MEMORANDUM FOR: Executive Director

FROM: Leslie C. Dirks
Deputy Director for Science and Technology

SUBJECT: Address to Bureau Chiefs Conference

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1. This memorandum extends an invitation to you to speak to FBIS during their Bureau Chiefs Conference.

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2. FBIS will hold its annual Bureau Chiefs Conference in Key Building during the week of 19-23 April this year. The purpose of the conference is to bring the managers of FBIS' 16 overseas bureaus up-to-date on plans and developments within FBIS and the Agency. As an important part of that update, the conference has traditionally included a day at Headquarters for briefings by senior Agency managers.

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3. I would therefore like to invite you to address a group of about 40 bureau chiefs and senior FBIS Headquarters officers in the IG Conference Room (6E13) on Tuesday, 20 April, from 1500 to 1545. Since the position of Executive Director was reestablished while most of our current bureau chiefs have been abroad, I think they would find it especially interesting to hear you describe the scope and functions of the new job, as well as any new trends you see in Agency management.

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4. You are cordially invited to join these FBIS officers in the Executive Dining Room later that afternoon at a cocktail reception from 1700 to 1900.

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Leslie C. Dirks

APPROVED:

Executive Director

Date

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